



Dear Applicant,

Welcome to my academy nomination application for the academy classes of 2021. It is an honor for me to nominate the best and brightest young women and men from Virginia as candidates to the U.S. Military, Naval, Air Force and Merchant Marine Academies.

This is an extremely competitive process. Each year my office receives 400-500 applications from students all over Virginia yet only 10 applicants per academy will receive a nomination. I encourage you to submit the best very best application for consideration by my evaluation committee. My academy evaluation committee consists of service academy alumni that have served and are serving their country with honor as officers. I trust them whole-heartedly to choose our next generation of military leadership.

My office does not conduct in-person applicant interviews. We believe our thorough application process provides a fair and unbiased evaluation of all applicants.

This is a very exciting time in your life, and we want to assist you in the nomination process. Please download the instructions and create an online profile to begin the process.

Deadlines:

- All 3 sections of the online questionnaire must be submitted online by **Friday, September 30, 2016 by 11:59 PM.**
- Letters of Recommendations and transcripts must be mailed as one package and must be postmarked on or before **Friday, September 30, 2016.**
- SAT/ACT test scores must be requested by **Friday, September 30, 2016.**

Applicants will be notified of my decision by December 31, 2016. If you have questions, please feel free to contact my Academy Nominations Coordinator at [academy\\_nominations@kaine.senate.gov](mailto:academy_nominations@kaine.senate.gov) or by calling 804-771-8311.

I wish you the best of luck during this important time in your life.

A handwritten signature in blue ink, appearing to read "Tim Kaine", is written over a light blue circular background.

Senator Tim Kaine

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**Instructions for seeking a service academy nomination for the academy classes of 2021 for  
The Office of US Senator Tim Kaine  
(Please print these instructions for your future reference)**

Please create an online application profile. Please sign up using your FULL legal first, middle and last name (no nicknames/shortened names). Record and secure your login and password for future reference. Please do not create multiple accounts.

The application process consists of two parts:

**Part I – ONLINE QUESTIONNAIRE**

**1 – PERSONAL INFORMATION SECTION:** Please fill out each question accurately and completely.

**2 – RESUME SECTION:** In this section you will be asked to provide a detailed listing of your academic, community service, extracurricular, work, athletic and other notable activities and accomplishments.

**3 – WRITTEN INTERVIEW SECTION:** Please answer each of following questions.

- Why do you desire to attend a US Service Academy?
- Why is serving in the armed forces after graduation important to you? What impact will the experience will have on you, your community and your country?
- Describe a time when you failed at something and what you learned from that experience.
- Describe a time that you had to make a tough decision. Describe the situation, your decision, how you came to that decision, and whether it was ultimately the right or wrong decision.

Grammar, sentence structure, and writing ability will be evaluated in addition to the substance of your answer.

You may save and come back to your online questionnaire as often as you like.

**SUBMISSION:** You must submit your application online in order to be considered for a nomination. You must receive the following message via e-mail when your application is submitted:

**"Thank you for submitting your application"**

If you do not receive this message, YOUR APPLICATION IS NOT YET COMPLETE AND YOU CANNOT BE CONSIDERED FOR A NOMINATION. Saving your application (to edit later) is not submitting your application. Once your application is submitted you may not make additions or changes. Print a copy of your submitted application for your records.

**The online application must be submitted by 11:59 PM September 30, 2016.** Internet/ network outages, power outages, computer issues, or connectivity problems are not acceptable reasons for missing the online questionnaire deadline. The applicant should plan for adequate time to submit the online application before the deadline. Do not wait until the last day. If you are experiencing a website problem, you must contact the academy nominations coordinator at 804-771-8311 no less than 24 hours before the deadline. **NO EXCEPTIONS.**

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## **Part II – MAIL-IN ITEMS**

Two (2) letters of recommendations are required.

- **Letter of Recommendation #1:** Should be from either a school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. This letter must be on official school letterhead. Please contact the academy coordinator if this is a problem.
- **Letter of Recommendation #2:** Should be from a person outside of the school system and not a family member or relative that can best assess your intellect, character, and suitability for military service. A letter from a coach not affiliated with the school system will be accepted.

\*Letter writers must complete the attached forms. There will be no exceptions.

**OFFICIAL TRANSCRIPTS-** Submit copies of official sealed transcripts from all schools attended. Transcript should include weighted and un-weighted GPA (if available), class rank, current course schedule, and SAT/ACT scores on the transcript and/or in the envelope. Faxed and unsealed transcripts will not be accepted.

Your sealed letters of recommendations and transcripts must be postmarked on or before **September 30, 2016**. See attached checklist.

**STANDARDIZED TEST SCORES** – Applicants must take the ACT or SAT at least once prior to the September 30, 2016 deadline. SCORES FROM TESTS TAKEN AFTER THE DEADLINE WILL NOT BE ACCEPTED OR CONSIDERED. We will take the SAT/ACT scores from your official school transcript. If your school does not provide SAT /ACT scores on your official transcript, **YOU MUST HAVE your test scores sent directly to the Office of Senator Kaine using SAT code 0236 or ACT code 7191**. Scores must be requested from the testing service by September 30, 2016. It is not necessary to pay for expedited/rush reports; as long as they are requested by September 30, 2016 they will be accepted.

\*If you take these tests multiple times, the highest test score achieved in each section will be used in evaluating your application.

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### **Additional Rules**

- The applicant is responsible for maintaining an active e-mail address associated with this online application. The applicant is responsible for reading all e-mail correspondences from The Office of Senator Kaine and responding accordingly if required. The applicant should monitor their spam/junk mail folder to ensure delivery of messages.
- The applicant is responsible for monitoring their online application "Checklist Items" regularly to confirm the receipt of all required materials. "Checklist Items" is the ONLY way you will know if your materials have been received.
- Applicants applying for a nomination for a second time must complete a new online application, submit a new official sealed transcript AND must submit new letters of recommendation. Previously submitted test scores can be used.
- Internet/ network outages, computer issues, or connectivity problems are not acceptable reasons for missing the online questionnaire deadline. The applicant should plan for adequate time to submit the online application before the deadline. Do not wait until the last day. If you are experiencing a website problem, you must contact the academy nominations coordinator at 804-771-8311 24 hours before the deadline.
- It is strongly recommended that you apply to all nomination sources available in order to receive a nomination.
- Senator Kaine and his staff will not grant individual meetings with applicants, their family members, or persons advocating on their behalf for the purpose of discussing the academy nomination process.
- The Office of Senator Kaine does not conduct interviews.
- All decision letters will be mailed in December.
- Applicants will not be and are never notified of the official decision over the phone. Official decision letters will be mailed in December.

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**APPLICANT:**  
**PRINT THIS PAGE AND INCLUDE IT WITH YOUR PACKAGE**

Please mail to:  
**The Office of U.S. Senator Tim Kaine**  
**Attn: Academy Nominations Coordinator**  
**919 East Main Street, Suite 970**  
**Richmond, Virginia 23219**

**YOUR PACKAGE MUST BE POSTMARKED ON OR BEFORE**  
**FRIDAY, SEPTEMBER 30, 2016**

Applicant Name: \_\_\_\_\_

Please check that you have enclosed the following:

\_\_\_\_\_ **Letter of Recommendation #1:** Letter of Recommendation #1 should be from someone affiliated with your school/education. It can be a school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. Letter should be sealed with the writer's signature across the seal. Please label the envelope Letter #1.

\_\_\_\_\_ **Letter of Recommendation #2:** Should be from a person outside of the school system/education and not a family member or relative that can best assess your intellect, character, and suitability for military service. A letter from a coach not affiliated with the school system will be accepted here. Letter should be sealed with the writer's signature across the seal. Please label the envelope Letter #2.

**\*Do not submit more than 2 letters of recommendation. Additional letters will not be read or returned. Letters received after the deadline will not be considered.**

\_\_\_\_\_ **OFFICIAL SEALED TRANSCRIPTS:** Submit copies of official sealed transcripts from all schools attended. Please ask your school to include weighted and un-weighted GPA (if available), class rank, current course schedule, and SAT/ACT scores on the transcript and/or in the envelope. Faxed and unsealed transcripts will not be accepted.

**\*DO NOT SEND UNREQUESTED MATERIALS SUCH AS NEWSPAPER ARTICLES, AWARDS, CERTIFICATES, MEDALS, OR PICTURES. DO NOT SEND PORTFOLIOS, FOLDERS, OR REPORT COVERS. IT IS NOT NECESSARY TO INCLUDE A COPY OF YOUR ONLINE APPLICATION.**

----- DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY-----

POSTMARK DATE:

PROCESSED BY:

NOTES:

## The Office of U.S. Senator Kaine – Academy Nominations

**APPLICANT:  
PRINT THIS PAGE AND GIVE IT TO THE WRITER OF  
LETTER OF RECOMMENDATION #1.**

Letter of Recommendation #1: Should be from someone affiliated with your school/education. It can be a school official, administrator, teacher, guidance counselor, activity advisor, or school affiliated coach. This letter must be on official school letterhead and must have an original (wet) signature.

**LETTER WRITER:  
PLEASE FILL OUT THIS FORM AND INCLUDE IT IN AN ENVELOPE  
WITH YOUR LETTER OF RECOMMENDATION. PLEASE SEAL THE  
ENVELOPE AND SIGN ACROSS THE SEAL.**

**RETURN THE SEALED ENVELOPE TO THE APPLICANT.**

PLEASE ADDRESS YOUR LETTER TO:  
**U.S. Senator Tim Kaine  
Attn: Academy Nominations Coordinator  
919 East Main Street, Suite 970  
Richmond, Virginia 23219**

APPLICANT'S NAME:

YOUR NAME:

SCHOOL & TITLE:

BEST CONTACT PHONE NUMBER:

E-MAIL ADDRESS:

## The Office of U.S. Senator Kaine – Academy Nominations

### **APPLICANT: PRINT THIS PAGE AND GIVE IT TO THE WRITER OF LETTER OF RECOMMENDATION #2.**

Letter of Recommendation #2 should be from a person not affiliated with the applicant's school /education (not a family member or relative) that can best assess your intellect, character, and suitability for military service. A letter from a coach not affiliated with the school system will be accepted. Letterhead is not required.

### **LETTER WRITER:**

### **PLEASE FILL OUT THIS FORM AND INCLUDE IT IN AN ENVELOPE WITH YOUR LETTER OF RECOMMENDATION. PLEASE SEAL THE ENVELOPE AND SIGN ACROSS THE SEAL. RETURN THE SEALED ENVELOPE TO THE APPLICANT.**

PLEASE ADDRESS YOUR LETTER TO:

**U.S. Senator Tim Kaine  
Attn: Academy Nominations Coordinator  
919 East Main Street, Suite 970  
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APPLICANT'S NAME:

YOUR NAME:

BEST CONTACT PHONE NUMBER:

E-MAIL ADDRESS: